

Dr. Rajendra Prasad Central Agricultural University, Pusa

Time Schedule for Preparation/ Completion of APAR of Scientists/ Officers/ Officials

(Reporting Year – Financial Year)

S. No.	Activity	Date by which to be Completed
1.	Distribution of APAR form to the Scientists/ Officers/ Officials.	20 th May
2.	Submission of self-assessment by the Scientists/ Officers/ Officials upon to the Reporting Officer.	5 th June
3.	Submission of report by the Reporting Officer after general assessment and numerical grading or as the case may be to the Reviewing Officer.	20 th June
4.	Completion of report by the Reviewing Officer with critical remarks/numerical grading or as the case may be and sending it to Confidential Section	30 th June
5.	Disclosure of the evaluation including the numerical grade awarded by the Reporting and Reviewing Officers to the Scientists/ Officers/ Officials reported upon.	31 st July
6.	Receipt of representation, if any, on the completed APAR from the Scientist/ Officers/ Officials reported upon by the Confidential Section.	16 th August
7.	Forwarding of representation received from the Scientists/ Officers/ Officials reported upon by the Confidential Section to the Competent Authority.	31 st August
8.	Disposal of representation by the Competent Authority, with concurrence or rejection.	30 th September
9.	Communication of the decision taken by Competent Authority on the representation received to the Confidential Section.	15 th October
10.	End of entire process, after which the APAR will be finally taken on record.	30 th November

**Reporting and Reviewing Officer of Annual Performance Assessment Report
(APAR) of the employee under RPCAU, Pusa as the case may be**

Sl.No.	Post	Reporting Officer	Reviewing Officer	Accepting Authority
1	2	3	4	5
1	Dean/ Director/ Registrar	Hon'ble Vice-Chancellor	Hon'ble Vice-Chancellor	
2	HoD	Dean	Director, Education/ Director Research	Hon'ble Vice-Chancellor
3	Professor -cum- Chief Scientist	HoD/ Dean/ Director	Dean	Hon'ble Vice-Chancellor
4	Associate Professor -cum- Senior Scientist	HoD	Dean	
5	Assistant Professor -cum- Scientist	HoD	Dean	
6	Senior Scientist and Head (KVK)	Director Extension Education	Hon'ble Vice-Chancellor	
7	SMS/ Non- Teaching(KVK)	Senior Scientist and Head	Director Extension Education	
8	Technical	Concern I/C Scientist	HoD	
9	Administrative/ Financial Staff/ Section Officer	Officer-In-charge/ Concern Officer Group 'A'/Head of the Office/ HoD/ Asstt. Registrar/ Asstt. Comptroller/ Section Officer / Administrative Officer	Controlling Officer like Deputy Comptroller / Deputy Registrar/ Comptroller/ Registrar/ Dean/ Director	
10	Administrative / Financial Officer (Assistant Registrar/ Assistant Comptroller)	Concern Section In-charge, Dy. Registrar, Comptroller	Hon'ble Vice-Chancellor	
11	Comptroller	Hon'ble Vice-Chancellor	Hon'ble Vice-Chancellor	
12	Dy. Comptroller	Comptroller	Hon'ble Vice-Chancellor	
13	Assistant Comptroller (Unit)	Head of Institution	Comptroller	
14	Dy. Registrar (Estt.)/ Dy. Registrar (Rectt.)	Hon'ble Vice-Chancellor	Hon'ble Vice-Chancellor	
15	Dy. Registrar (Acad.)	Registrar	Hon'ble Vice-Chancellor	
16	Associate Director Research	Director Research	Hon'ble Vice-Chancellor	
17	Chief Medical Officer	Hospital Administrator	Registrar	
18	Medical Officer	Chief Medical Officer	Hospital Administrator	
19	Other Medical Staff	Chief Medical Officer	Hospital Administrator	
20	Head, Regional Research Station	Associate Director Research	Director Research	Hon'ble Vice-Chancellor
21	Scientist, Regional Research Station	Head, Regional Research Station	Associate Director Research	Director Research
22	University Librarian	Registrar	Hon'ble Vice-Chancellor	
23	Assistant/Dy. Librarian	University Librarian	Director Education	
24	Project Director	Director Research	Hon'ble Vice-Chancellor	